



The LODGE at Spirit Hollow in Burlington, Iowa Special Events Policies & Procedures

The LODGE at Spirit Hollow is surrounded by the award-winning Spirit Hollow Golf Course, ranked as the #1 Best Course You Can Play in Iowa by Golfweek. Its beauty and elegance are something to behold. The LODGE, CABINS and the G.G. Conn Pavilion, along with LAMBO’S, The Claret Jug, and the new Shankopotamus Golf Academy provide the facilities to meet your needs while our dedicated team provides the warm hospitality and professional service to make your day a memorable and wonderful one.

With these options at your disposal, we are able to handle groups from 20 to 144. Our Pavilion has an event capacity of 120 people and 144 guests for golf events. This packet contains information regarding menus, terms and conditions, pricing and a reservation agreement. Whether you are hosting a wedding, company meeting, graduation, retreat or a golf outing, we hope you will consider Spirit Hollow.

It is never too early to begin planning your function. After you have reviewed these materials, please give us a call and we would be glad to meet with you to answer any questions and help plan your event. Our experienced staff has hosted countless business meetings, holiday parties, golf outings and weddings in our 25+ years of managing facilities.

Rates, deposits, requirements, and capacity information is as follows:

G.G. Conn Pavilion – Seats up to 120 guests

- Pavilion rental available from April 1 – October 31
- Requires a \$700 deposit, credit card on file and signed contract to secure the date.
- Room rental charge: Up to 50 guests - \$300 | 51-75 guests \$500 | 76 – 120 guests \$650
- Minimum food & beverage requirement of \$400.

The Claret Jug – Seats up to 36 guests

- Claret Jug rental available from April 1 – October 31
- Requires \$300 deposit, credit card on file and signed contract to secure the date.
- Room rental charge is \$200.
- Minimum food & beverage requirement of \$100.

Shankopotamus Golf Academy – Seats up to 150 guests

- Requires a \$700 deposit, credit card on file and signed contract to secure the date.
- Minimum food & beverage requirement of \$400.
- Package options include:

Entire Toptracer Range & Dining Room Rental

Two hours - \$1,200
 Three hours - \$1,550
 Four hours - \$1,900

Entire Facility Buyout

Four hours - \$2,050
 Five hours - \$2,400
 Six hours - \$2,750

Party Zone Rental

Room rental - \$300
 Shankopotamus Golf Suite
 rental ala carte pricing

Rates may differ for holidays. All posted rates are subject to change on holidays or without notice.

Thank you for your interest in Spirit Hollow. We are here to make your special day the best it can be.

Jayson Wulf – Director of Hospitality jwulf@spirithollow.com |
319.752.0004 ext. 2

**The LODGE at Spirit Hollow
Reservation Agreement
Burlington, Iowa**

This agreement between _____ (hereinafter "Client") and Double Eagle Golf, Inc d/b/a Spirit Hollow Golf (hereinafter "SHG") provides for the reservation of space and/or food and/or beverages and/or golf for the agreed upon event. Mailing address: Spirit Hollow, attn: Jayson Wulf, 5592 Clubhouse Drive, Burlington, IA 52601 Phone: 319.752.0004

TERMS AND CONDITIONS

RESERVATION/DEPOSIT: When you request a date you will be sent this Agreement. If you desire to secure the date, you must complete the Agreement and return it back to us with the applicable deposit. At that time, we will confirm your room and date. The facility is available on a first come first serve basis to those clients satisfying this requirement.

PRICE ADJUSTMENT: Fees for food and beverages may be subject to change at the sole discretion of SHG for those Reservation Agreements executed more than six months in advance of the event. Prices are, however, guaranteed 60 days prior to your function. Facility costs are guaranteed upon signed agreement and deposit.

PAYMENT TERMS:

- **We require a final headcount and food menu 7 days prior to your scheduled event.**
- **75% of your event food and beverage total is due 7 days prior to your event date.** This estimate is based on the final headcount you provide Spirit Hollow 7 days prior to the scheduled event.
- If the 75% payment is not made 7 days prior to your event date, the date will be forfeited.
- **The remaining 25% food and beverage cost, the room rental charge, and any additional charges incurred during the event must be paid 24 hours after the day of the event or the credit card on file will be charged the following day.**
- We accept payment via check or credit card.
- Any returned checks will be subject to a 10% surcharge.

Client initials _____ SHG initials _____ Date _____

Tax Exempt (Please Initial) No _____ Yes _____

TAX EXEMPT EVENTS:

If your event will be billed as "tax exempt" the appropriate tax-exempt form **must be emailed to the Event Coordinator no less than 7 days prior to your event.** If the form is not received by the start of your event, applicable sales tax will be charged at full value.

CANCELLATION: Should the Client cancel this agreement at any time, any and all deposits and rents paid will be forfeited and kept by SHG as damages. The Client shall immediately pay any reimbursable expenses incurred by SHG in connection with the event. Cancellation shall be an event of default.

Client initials _____ SHG initials _____ Date _____

FOOD & BEVERAGE: All food shall be supplied as defined in the Reservation Agreement. All beverages shall be supplied and served by the SHG staff or contracted services. SHG recommends that neither the Client nor his or her guests remove any food or beverage from the event. However, if this does occur, Client and his or her guests indemnify and hold harmless from any liability SHG, its agents and/or assignees. There is no outside food or beverages allowed. All beverages, including specific wine, beer, refreshments can be ordered through SHG. In the case of bakery items, all outside desserts must be ordered through a licensed baker. Items such as wedding cakes, need to have specific, detailed lists of items to be retained for the baker. SHG not be responsible for return of those supplies without written instruction. All food, beverages, rental and miscellaneous catering arrangements will be subject to applicable taxes and an 18% service charge.

THEFT & DAMAGES: Client agrees to be responsible for any damages or theft to the premises, its furniture, fixtures, equipment and table accessories by any Client, its guests or other third parties employed by Client. SHG is not responsible for any personal property, which Client or his or her guests bring onto the premises for the event.

ASSIGNMENT AND SUBLETTING: Client shall not assign or sublet this Agreement or any part thereof without SHG's written permission. Such permission may be withheld by SHG for any reason in its sole discretion.

PROOF OF INSURANCE: Client will furnish general liability coverage for bodily injury and property damage with minimum limits of \$1,000,000. Double Eagle Golf, Inc., its successors and assignees shall be named as an additional insured for this event. A Certificate of Insurance will be furnished to SHG upon request.

MINIMUM AGE: Client shall be at least twenty-one (21) years of age and shall be present during the reserved event.

DECORATIONS: You are encouraged to look at our facilities prior to planning your decorations. Due to the beauty and newness of our facilities, it will need very little decorating. No screws or nails are to be used on anything in the facility. Use of candles are permitted, provided they are in an enclosed container (no open flame). **Use of glitter, confetti or related material is not allowed.** Any questions regarding decoration shall be directed to Scott Glendening for review.

OTHER: The facilities are smoke free. Appropriate attire; including shirts and shoes, must be worn in this facility. Management shall be the judge as to what is considered appropriate. Hired entertainment must abide by the House Rules. Any group requiring special set up or other services may incur additional charges.

CHECK OUT TIME: Check out time shall be 12:00 midnight for all events.

**The LODGE at Spirit Hollow
Reservation Agreement**

Burlington, Iowa

This agreement and attached "Terms and Conditions" (TC) between _____ (hereinafter "Client) and Double Eagle Golf, Inc. d/b/a Spirit Hollow Golf (hereinafter "SHG") provides for the reservation of space and/or food and/or beverages and/or golf for the following event. Mailing address: Spirit Hollow, attn: Scott 5592 Clubhouse Drive, Burlington, IA 52601 Phone: 319.752.0004

Reservation: G.G. Conn Pavilion _____ The Claret Jug _____ LAMBO'S _____ Golf Course _____ SGA _____

Party/Function: _____ Date _____

Contact Person _____ Email Address _____

Address _____

Street _____ city _____ state _____ zip _____

Phone Numbers (W) _____ (H) _____ (C) _____

Arrival Time _____ Social _____ Dinner _____

Dance _____ DJ Name/Phone _____ Departure Time _____

Expected Number of Guests _____ Type of Function _____

Deposit Received: Amount _____ Date Received _____ Check _____ Card _____

Shankapotamus Golf Academy

Family Dining Area _____ Lambos _____ Whole SGA _____

of Bays Needed _____ Time Requested _____ Bays Reserved _____

Bar

Bartender _____ Type of Bar (Host, Cash, Ticket) _____

Number of Kegs _____ Type of Kegs _____ Paying _____

Soda _____ Punch _____ Champagne _____

Linens _____ Napkins _____ China/Stemware _____

Toast Before or After Eating _____ We/You Open Bottles _____

Tables

Head Table: Number _____ Type/Location _____

Gift Table: Type/Location _____ Punch Table: Type/Location _____

Cake Table: Type/Location _____ Party Favor Table: Type/Location _____

Registration: Type/Location _____ Photo Booth: Type/Location _____

Service Items

Microphone_____Podium_____Screen_____TV/VCR_____CD/Sound System_____

Menu

Buffet **Sit Down**

Meat Choices	Side Choice	Salad Choice	Price _____
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Hors d'oeuvres

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other items:

I have read the terms and conditions, and I agree to the contract as stated above. I have general liability coverage for body injury and property damage with a minimum limit of \$1,000,000. SHG agrees to reserve the above date for the Client's event upon execution and return of this agreement including appropriate payments.

Client

Signature_____

Printed Name_____

Date_____

Spirit Hollow Golf

Signature_____

Printed Name_____

Date_____